

Civil Service Commission

1055 MONTEREY STREET, SUITE D250 • SAN LUIS OBISPO, CALIFORNIA 93408 • 805.781.5959

**The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, March 23, 2011 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



MEMBERS OF THE COMMISSION
Jeannie Nix, President
Bill Tappan, Vice President
Robert Bergman
Jay Salter
Arthur Chapman

MINUTES

Present: President Jeannie Nix, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Bill Tappan, Commissioner Jay Salter

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Robin Mason

Counsel: Deputy County Counsel Shannon Matuszewicz, Commission Counsel/ Rules Negotiator Stephen Shane Stark

1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:00 A.M. and led the flag salute.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Being none, President Nix closed the public comment period.

3. Minutes

February 23, 2011 Regular Meeting

A motion was made by Commissioner Chapman and seconded by Commissioner Bergman to approve the February 23, 2011 minutes as presented; motion carried 5-0-0

4. Reports

Commission President

No report.

Commission Subcommittees

No report.

Commission Counsel

No report.

Commission Secretary

Commission Calendar

Ms. Douglas-Schatz requested dates for the three upcoming hearings and stated that two of the three employees are represented by outside counsel; the third employee was a General Services Agency employee and is represented by SLOCEA.

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Commission Calendar, Continued

General Services Termination Appeal hearing – Ms. Douglas-Schatz referred to Personnel Analyst, Mark McKibben, who stated that both parties had agreed that only one full hearing day, would be required for this hearing. Based on available dates of appellant, respondent, counsel and members of the Commission, the hearing was scheduled for May 11, 2011 at 9:00 A.M.

Library Termination Appeal hearing – Ms. Douglas-Schatz requested two days for this hearing. Commissioner Salter stated that he will not be available May through the end of July. Based on available dates of the parties, counsel and members of the Commission, the hearing was scheduled for June 2nd and 7th, 2011 at 9:00 A.M. Commissioner Tappan stated that he thought he would be available for these hearing dates but could not be certain.

Sheriff-Coroner Department Termination Appeal hearing – Ms. Douglas-Schatz requested three days for this hearing and added that the Appellant's Counsel requested July or August dates due to her tentative court dates in May on unrelated matters. Based on available dates of all parties, the hearing was scheduled for July 27th and 28th, 2011 at 9:00 A.M.; the third day is to be determined at that time.

Commissioner Bergman addressed Ms. Douglas-Schatz, explaining that based on previous instances, all parties need be present on their scheduled dates or they will have to forfeit.

Update on County Budget/ Potential Layoffs

President Nix referred to Ms. Douglas-Schatz for the next item on the agenda, under the Commission Secretary's Report. Ms. Douglas-Schatz skipped to Item 4d(3) of the agenda, and stated that the Administrative Office is still working with Department Heads and will have more information regarding the update on the County Budget and potential layoffs during the April 27, 2011 Regular CSC Meeting.

Employee University Presentation

Ms. Douglas-Schatz described the development process of the Employee University Advisory Committee over the past three years, and then introduced the Employee University Manager, Heather Gunderlock.

Ms. Gunderlock addressed the Commissioners and introduced the new and improved EU Intranet website which allows employees to register for classes directly from the website, allowing for ease of access. Ms. Gunderlock explained that the County has partnered with the County of Santa Barbara's Employee University at a reasonable cost. Ms. Douglas-Schatz stated that, despite these downtimes, the Board of Supervisors has continued to invest in the County employees; Commissioner Chapman commented that this is a revolutionary idea. All of the Commissioners expressed their support for the program and offered suggestions for enhancing partnerships and tapping into revenue sources. Ms. Douglas Schatz added that contract work is being done now with APCD and RTA and they are willing to participate in EU which will also offer in-house training developed and modified for countywide use by Janette Pell, General Services Agency Director. Ms. Douglas-Schatz expressed her appreciation to General Services for their recent Performance Evaluation Training in which Commissioner Chapman participated as a panel member and then thanked Heather for her EU presentation.

5. Job Class Specifications – New

President Nix stated that Item 5 was removed from the agenda on March 22, 2011, but asked if anyone wished to comment. Ms. Douglas-Schatz explained that the reclassification had begun prior to Sheriff Parkinson taking office and that the department needed to restructure as a State Certified Forensic Lab. Therefore, the Human Resources Department has tabled the item at Sheriff Parkinson's request. President Nix stated her observation that on the Job Spec Organizational Chart was outdated and that it is difficult to tell where the position would fit afterward, compared to where it resides now.

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6. Closed Session (per Gov. Code, 54957.6):

Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update. The Commission adjourned into closed session at 9:44 A.M. to discuss the rule update with their negotiator. Upon reconvening into open session, President Nix reported that direction was given to counsel; no action was taken.

7. Adjournment

Being no further business, the meeting was adjourned at 11.33 A.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*